

How to Capture Screenshots

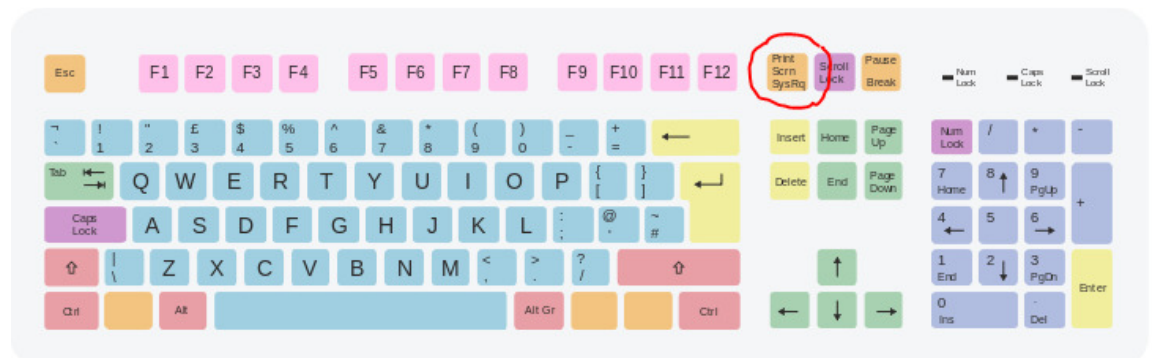
QUICK REFERENCE GUIDE

There is a way to capture your screen even if you don't have 'SnipIt', 'SnagIt', or some other capture tool.

How to Capture Screenshots

Put your cursor on the screen you want to capture.

Hit the 'Print Screen' key located on the top right corner of your keyboard.



Select your Start menu (bottom left of your screen).

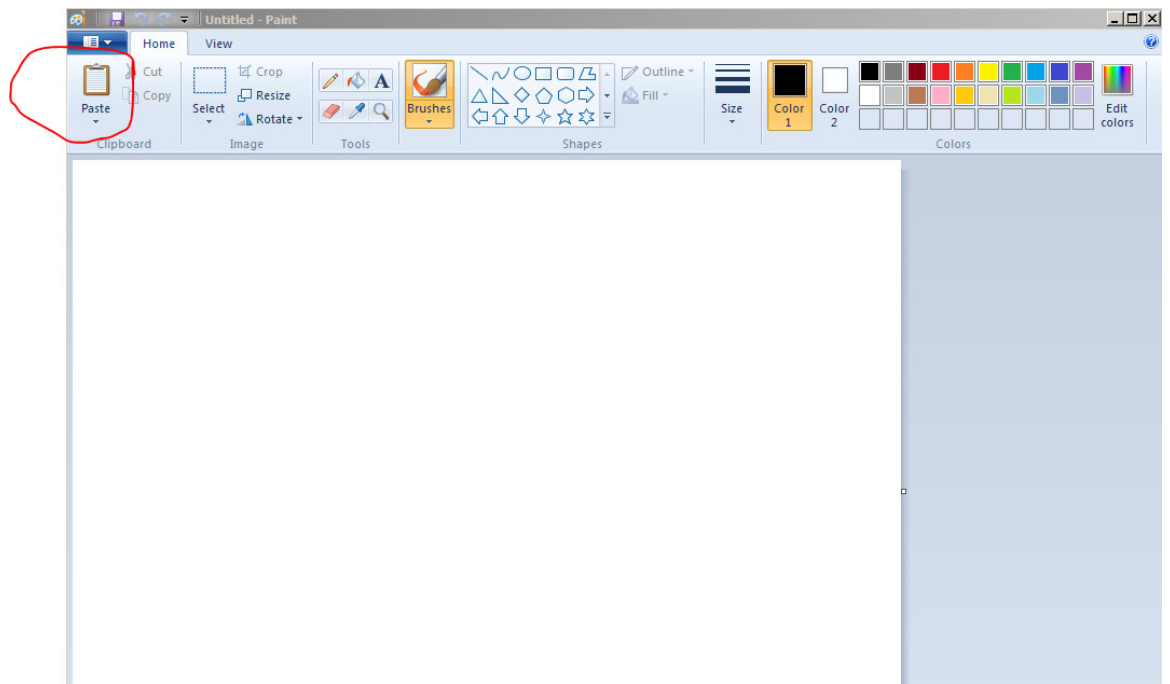


Select All Programs,

Select Accessories

Select the Paint

Select 'Paste'

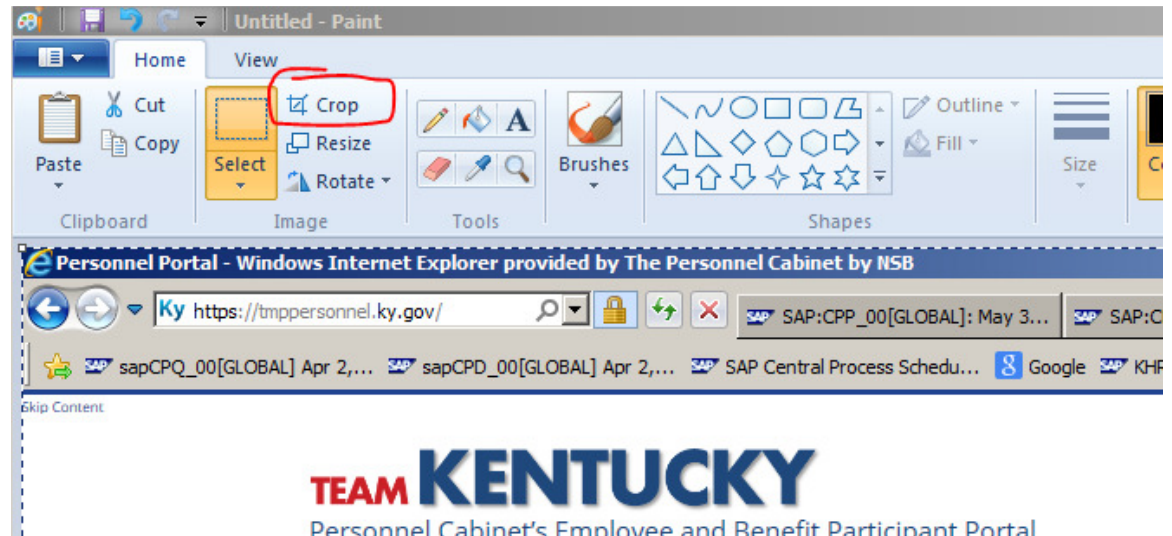


The screen that you captured will appear on the Paint page.



You can narrow down your selection by cropping the picture.

Select 'Crop' from the menu at the top.



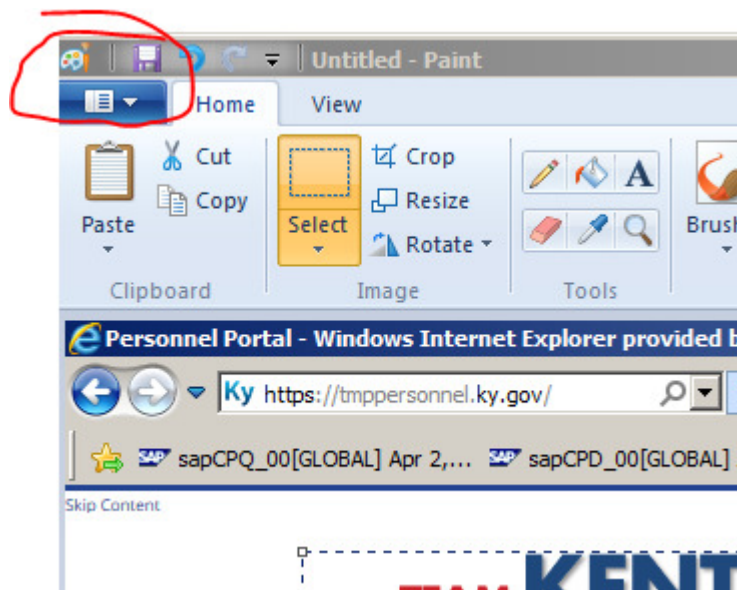
Drag your cursor over the area you want to select.



A square will appear around the area you want to select.

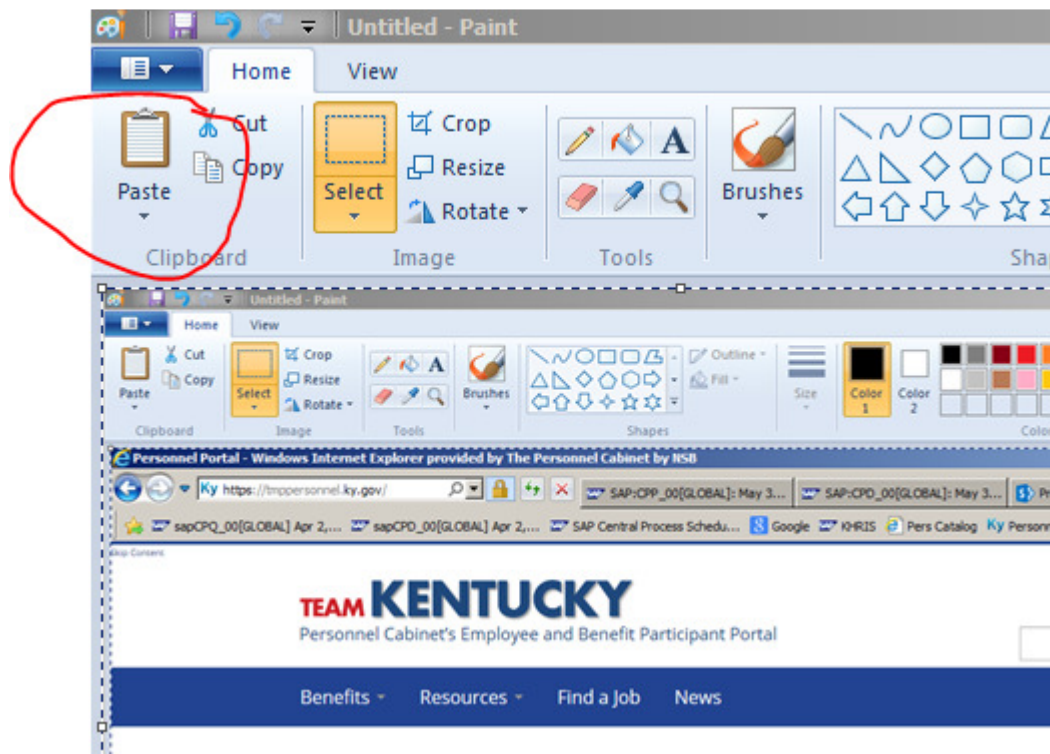
Right click inside the square, and select Copy.

Open a new Paint page by clicking the Blue dropdown area in the top menu (on the left).



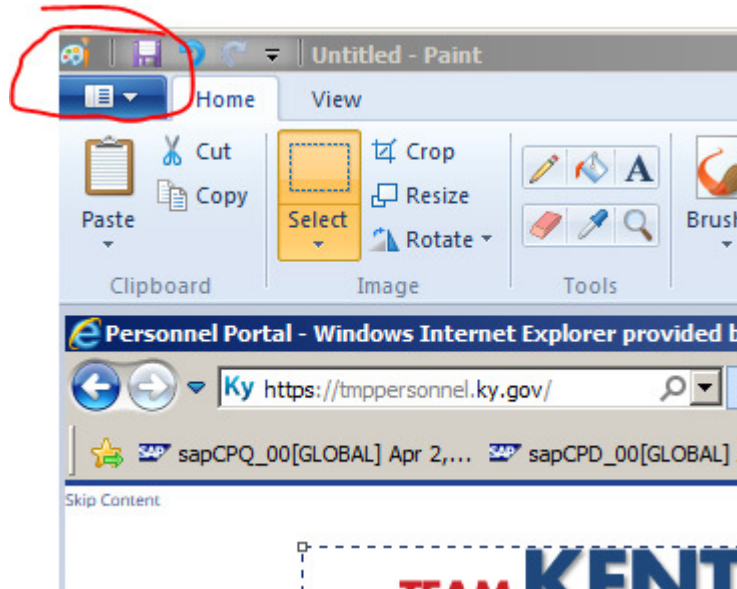
Select New. (It may ask if you want to save changed to your untitled page. You can select Don't Save). A new Paint page will open.

Select Paste from the top left menu. The cropped picture that you created will be pasted to this page.



Select the Blue dropdown menu at the top left again to save your new file.

QUICK REFERENCE



Select Save As and choose the type of file you want to create and where you want to save it.
